19. If the procedure described by the Commissioner, C. D., in the marginally given extract from paragraph 4 of his No. $\frac{R}{4444}$, dated 18th October 1892 (*vide* also the orders contained in paragraph 10 (3) of Section 1, Part III, page 297 of the Manual of Revenue Accounts) is observed, differences between the Revenue and Finance Returns would at once be detected and could be rectified before the finance accounts of the year are closed. Mistakes due to carelessness will sometimes occur, but even these may be corrected if they are discovered and reported to the Accountant General not later than the 1st of July of each year. (G. R. No. 2876, dated 18th August 1893.)

"The Mámlatdárs should be called on to submit monthly returns as *income-tax collectors*, not as *sub-treasury officers* * * * *. Errors in classification could only be detected by comparison of figures compiled from two different stand points; otherwise the verification is a mere farce."

20. The following standard form of Income Tax Administration Report was sanctioned by Government Resolution No. 4005, dated 1st October 1889:—

FORM OF INCOME TAX REPORT.

1. Submission of Report with appendix, *viz.*:—

Bombay Form 4. No. III.—Statement showing the collections of the tax under Parts I, II, III and IV, of Schedule II of the Act.

Bombay Form 29. No. IV.—Statement showing the original and final demand and uncollected balances of sums due at the close of the year.

Bombay Form 30. No. V.—Statement showing the classification of incomes on account of which the tax was collected during the year.

Bombay Form 31. No. VI.—Statement of expenditure in the assessment and collection of the tax.

Commissioner, S.D.'s Return, printed at page 39 of the Compilation of Reports for 1887-88—copy appended. No. VII.—Statement showing the total assessments and collections in each táluka of the districts of the Division.

2. State whether agreement exists between the Returns (III, IV and V) *under each part*, or else explain each case of disagreement.

Submit an appendix (Appendix A)* showing the amount of the tax brought on the books of the Accountant General and that shown in the Collector's Returns, and explain any discrepancies as therein done.

Administration.

Assessment. 3. State who framed the assessment lists; on what basis the assessing officers proceeded, and how they performed the work.

Revision. 4. State what officers exercised the power of revision under Section 25 of the Act in the several districts of the Division.

5. State what officers have been vested with the powers of a Commissioner under the Act and how the work of supervision is exercised by them.

Supervision.

6. *Original demand.*—Add general remarks as to the number of assessees, the amount of the tax, the amount remitted, the final demand, collections and balances. Notice amount of penalties recovered. Append a table in the following form showing details for each district of the original and final demands, collections and balances :—

Return 39—IV.

District.	Population, 1881.	ORIGINAL DEMAND.		FINAL DEMAND.							
				I. SALARIES, &c.		II. COMPANIES.		III. SECURITIES	IV. OTHER SOURCES OF INCOME.		
		Number.	Amount.	Number.	Amount.	Number.	Amount.	Amount.	Number.	Amount.

District.	FINAL DEMAND—*continued.*				Arrears of previous year.	Grand Total.	Gross Collections.	Refunds.	Net Collections.	Balance, including amounts written off and remitted.
	TOTAL.		PENALTIES.							
	Number.	Amount.	Number.	Amount.						

A comparison of the foregoing figures under Part IV with those of the previous year gives the following results :—

	ORIGINAL ASSESSMENT.		FINAL DEMAND.	
	Number.	Amount.	Number.	Amount.

Remark on the increase or decrease as exhibited above, and explain causes.

7. Subjoin a table showing the number of persons originally assessed, the number of petitions preferred to the Collector against the original demand, the percentages of objections to assessments, &c., in the following form :—

Revision—Return IV, Columns 4 and 6, Part IV.

Number of persons originally assessed.	Number of objection petitions.	Percentage of petitions to assessees.	Percentage of reductions on objections.	INCIDENCE OF THE TAX UNDER PARTS I TO IV.			
				Population of the District.	Per head of Population.	Per head of Tax-payers.	Number of persons to one Tax-payer.

8. Remarks on the above.

9. Append the following table to show more clearly the reduction and enhancement effected on revision in the several classes than the percentages shown above :—

Class.	BELGAUM.		BIJA'PUR.		DHA'RWA'R.		KA'NARA.		KOLA'BA.		RATNA'GIRI.		TOTAL.	
	Reduced.	Enhanced.	Reduced.	Enhanced.	Reduced.	Enhanced.	Reduced.	Enhanced.	Reduced.	Enhanced.	Reduced.	Enhanced.	Reduced.	Enhanced.

10. Remark on the fluctuation in each class as compared with the preceding; notice in what districts there was increase or decrease as compared with the previous year, and if the latter, what explanation is forthcoming; in case of a continuance of the tendency towards decrease, compare figures for various years both before and after appeal, showing assessed incomes of *each class*, with a view to ascertain whether the further tendencies, pointed out on previous occasions, towards a decrease in the higher classes and a crowding of the lowest class of all, are at work in the districts in question.

11. Remark on the incidence of the tax per head of population and tax-payer as compared with other districts of the Division.

12. *Final demand.*—State what is the amount of the final demand as compared with the previous year; whether there was any difficulty in realizing the amount; what penalties were inflicted and whether any fines were imposed by the Magistrates; and notice outstanding balances in detail.

13. Review the results shown in Return V, and append a statement in the following form showing the distribution of the amount collected over the main heads :—

Return V.—Classification of Incomes.

Heads.	Amount.	Percentage on total.

14. Submit an appendix (Appendix B)* showing the distribution by districts of the principal sources of income under Part IV. Notice what amounts the several sources contribute.

15. Review Return VI, showing the expenditure incurred in the administration of the Act.

Return No. VI.

16. This return has been called for by Government to show the assessment and collection of the tax in each táluka of the district.

Return No. VII.

17. Make general remarks on the year's administration with special reference to the assessments under Part IV in the various districts.

* Not printed.

21. The 15th of September is fixed as the latest date for the submission to Government of the Income Tax Administration Reports. (G. R. No. 2828, dated 25th July 1888.)

22. The reports should be forwarded direct to the Government Central Press to be printed, the Income Tax Return No. V, which is not intended for publication, being sent to the Secretariat. Two proof copies should be supplied by the Press to the Secretariat immediately after revision by the officers concerned. (G. Ms. Nos. 1102 and 1103, dated 20th March 1893.)

23. No efforts should be spared to submit the Income Tax Reports in time for inclusion in the General Administration Report of the Presidency. (G. R. No. 1435, dated 5th April 1889.)

24. Tables of statistics relating to a period ending on 31st March should obviously not include statistics relating to a later period. There is, however, no objection to making in the body of the report any remarks it may be desired to make regarding progress in recovering arrears after the expiration of the year.

All officers who submit reports on the working of the Income Tax Act should distinctly state that agreement exists between the Returns III, IV and V *under each Part*, or else explain each case of disagreement. Even apparent discrepancies should be explained and reconciled. Annas and pies need not be entered in the returns.

Return III, column 26, should agree with the Accountant General's figures. Any discrepancy between Return III, column 28, and Return IV, column 20, should be explained in a footnote.

Information under Part III should not be omitted but the officers who submit it should explain discrepancies between it and the information supplied by the Accountant General in his supplement which gives district details for Return II.

(G. Rs. Nos. 1161, dated 20th March 1889, 2489, dated 27th June 1889, 2777, dated 19th July 1889, and 3561, dated 19th September 1889.)

25. The appended forms give the sub-heads prescribed under the principal headings under Part IV "Other Sources of Income Tax" in Return No. V of the Returns accompanying the Annual Income Tax Administration Report. In cases in which the same person follows two or more occupations he could be classed under the occupation from which he derives the greater part of his income.

A.—Profession.

1. Religion.	2. Education.	3. Fine Arts.	4. Barristers and Pleaders.	5. Other Legal Practitioners.	6. Medicine.	7. Engi
1. Priests or owners of temples, &c. 2. Religious mendicants. 3. Pilgrim dues. 4. Teachers of Religion.	1. Proprietors of schools and colleges, 2. School Masters, Teachers or Tutors. 3. Professors. 4. Examiners.	Photographers. Authors. Artists. Painters. Professional Musicians. Sculptors.	1. Barristers, Advocates and Pleaders.	Solicitors. Mukhtyárs.	Medical Practitioners of all kinds. Midwives. Nurses. Dentists.	Engine Archi Draugh Surveyo

1. Agents.	2. Brokers.	3. Contractors.	4. Bankers.	5. Money lending and changing.	6. General Merchants.	7. Piece Goods.	8. Grain Merchants.	9. Salt Merchants.	10. Cotton Merchants.	11. E Merc
Carting Agents and Muccadams. Commission Agents. Mill Agents. Agents in General.	Exchange and Stock brokers. Freight brokers. Cotton and yarn brokers. Coal brokers. Other brokers. (*e.g.*, Insurance, Estate brokers.)	Contractors of any description.	Bankers.	Money-lenders. Shroffs. Pawn-brokers.		Cloth Merchants.	...	...	...	

C.—TRANSPORT.

1. Cart and carriage builders.	2. Cart and carriage owners.	3. Livery stable keepers.	4. Ship and Boat owners.	5. Hotel and Inn keepers.
Cart makers. Coach builders.		Letting out Tongas on hire. Do. Carts do. Do. Ponies do. Do. Horses do. Do. Packbullocks do. Do. Carriages do. Letters of vehicles and animals of every description.	Owners of ships or boats which ply or let for hire.	Hotel keepers. Eating-house keepers. Refreshment and Billiard Room keepers.

D.—Trade.

1. Dealers in animals.	2. Dealers in agricultural produce.	2. Dealers in animal and vegetable substance not food.	4. Dealers in food.	5. Dealers in books and stationery.	6. Dealers in building materials.	7. Dealers in fuel.	8. Dealers in furniture.	9. Dealers in metal.	10. Dealers in precious stones.	11. Dealers in salt.	12. Dealers in spirits.	13. Dealers in opium.
Dealers in animals of any description.	Dealers in agricultural produce of any description.	Leather and horn. Ivory.	Dealers in food for man or beast other than raw agricultural produce. Bakers. Confectioners. Jagree sellers. Fruit and vegetable sellers. Betelnut and leaves sellers. Tea. Fishermen.	.....	Dealers in such as timber. Chunam. Tiles. Old building materials. Stone. Lime. Bricks. Iron girders. Corrugated iron, &c.	Including Charcoal. Cow-dung cakes.	.....	Ship-Chandlers and Hard-ware Merchants. Copper Merchants. Gold and Silver Merchants.	Explains itself.	Retail dealers in salt.	Retail dealers in spirits and drugs of all kinds, excluding opium and preparations therefrom.	Retail dealer in opium and preparation therefrom.

E.—Manufacture.

1 Cotton Goods.	2 Builders.	3 Artisans.	4 Indigo.	5 Metals.	6 Silk.	7 Spirits.	8 Sugar.	9 Woolle
All manufactures by hand or machinery of all kinds of cotton goods including cotton yarn and preparers of the raw material by hand or machinery.	Professional builders of houses and ships and boats.	Carpenters. Blacksmiths. Clock and Watch-makers. Musical Instrument makers. Masons. Brick-layers. Wood-carvers. Stone-carvers. Shoe-makers and saddlers. Thatchers. Turban folders. Book-binders. Tailors. Washermen. Tappers of toddy trees. Knitters. Dyers. Printers of pictures. Curers of skins. Electro-platers. Hair-dressers.	Not known in this Presidency.	Manufacturers in Copper, Brass, Tin, Iron, Gold, Silver, and of gold and silver wire or thread and of any material made therefrom. Foundries.	All manufactures by hand or machinery of all kinds of silk goods including silk thread.	Manufacturers of Country Liquor. Brewers.	Sugar-boiling. Sugar-refining.	All ma tures hand chine all k woo goods clu woo yarn.

Statement showing the Final Assessments and Collections under Act II of 1886, in cities having a population of 50,000 and o

Name of City	Population.	PART II.			PART IV.			Total of columns 5 and 8.
		Final Demand.		Collections.	Final Demand.		Collections.	
		Number of Assessees.	Amount of Tax		Number of Assessees.	Amount of Tax.		
1	2	3	4	5	6	7	8	9

'F.—PROPERTY.

1 House proprietors.	2 Newspapers proprietors.	3 Printing Press proprietors.	4 Taxable Estate-Holders.
House rent ...	Editors and proprietors of newspapers.	Printing press keepers.	1 Allowances from Native States. 2 Cash allowances. 3 Jághirs. 4 Mortgages. 5 Holders of salt-pans. 6 Proprietors of Cotton Presses.

(G. R. No. 1973, dated 9th June 1890.)

26. Return No. V should be prepared and submitted with the other Income Tax returns and the report prescribed in the rules published under the Notification of the Government of India, No. 2763, dated 6th June 1890, but it should not be published. (G. I., F. & C., No. 4528, dated 3rd November 1891; *vide* G. R. 4148, dated 30th idem.)

27. The Income Tax Return No. IV should be prepared in the form prescribed in the Notification of the Government of India, No. 2763, dated 6th June 1890. (G. R. No. 2713, dated 1st July 1892.)

28. Details of the results of applications made for revision of income tax assessments should be furnished in the annual reports on the working of the tax. (G. R. No. 1074, dated 7th March 1892.)

29. Clear information should be given in the Income Tax Reports regarding the fluctuations (between the original and final demands) in the tax on revision, and it should be shown whether enhancements are due to orders passed on appeal petitions only, or to the issue of supplementary lists as well. (G. R. No. 850, dated 3rd March 1893.)

30. A return (in the following form) showing the total assessments and collections of income tax under Parts II and IV in cities having a population of 50,000 and over should be prepared and forwarded to the Government of India with other returns appended to the annual report on the working of the Income Tax Act. The return should not, however, be published (G. Rs. No. 4924, dated 22nd November 1897, and No. 2835, dated 25th June 1898) :—

PART VIII.—MISCELLANEOUS.

1. All officers entrusted with the administration of the income tax are warned that the consequence will be most serious if they should be proved to have passively tolerated over-exaction. It is incumbent upon Collectors, their Assistants and Deputies, instead of quietly acquiescing in the existence of the evil, to do their utmost to reduce it to a minimum. (G. R. No. 1960, dated 7th November 1871.)

2. All officers engaged in working the Act should not merely not disclose any information of the character referred to in Rule 15 of the rules published under Government of India, Finance and Commerce, Notifications Nos. 2763, dated 6th June 1890, and 593, dated 5th February 1886, but should be most careful, as far as practicable, to regulate their proceedings in such manner as to prevent information which should be kept secret becoming known. Information of this nature, it should be precautionally noted, is to be withheld by officers enforcing the Act from persons in the employment of assessees. (G. I., F. & C., No. 989, dated 28th May 1886; *vide* G. R. No. 1687, dated 12th June 1886.)

3. Taxes assessed by the special officer should be collected through him and paid by "chalan" into the treasury. Thus all salaries of officials and all interest on public securities will be taxed directly by the disbursing officer, whilst salaries under Part I received from companies, local authorities or private employers will be ordinarily, in default of special understanding on the subject, taxed by the special officer. All refunds should be made by the treasury officer direct on order by the revising officers. (G. R. No. 1847, dated 26th June 1886.)

4. Penalties inflicted under a section of the Penal Code applied to the Income Tax Act are not to be credited to the tax. (G. R. No 2117, dated 20th July 1886.)

5. The proper stamp duty on an agreement for composition is 8 annas under Article 5 (*c*) of Schedule I of Act I of 1879, and a stamp of the same amount is requisite for the counterpart of the agreement under Article 23 of the Schedule. (L. R. No. 1172, dated 7th September 1886; *vide* G. R. No. 2853, dated 20th idem.)

6. The Governor-General in Council is pleased to extend Act II of 1886 (*an Act for imposing a tax on income derived from sources other than agriculture*) to the Cantonment of Baroda, subject to the modifications hereinafter set forth:—

(1) *For* 'British India,' wherever the phrase occurs, *read* 'the Cantonment of Baroda.'

(2) In Sections 22 and 43, *for* 'India' *read* 'the Cantonment of Baroda.'

(3) In Section 30 (1), *for* 'any part of the territories administered by the Local Government to which he is subordinate' and, in Section 38 (1), *for* 'the territories subject to that Government,' *read* 'the Cantonment of Baroda.'

(4) *For* 'a Local Government,' and 'the Local Government,' wherever those phrases occur, *read* 'the Agent to the Governor-General at Baroda.'

(5) In Sections 27 and 34 (2), *for* 'the Commissioner of the Division,' in Section 28 (in both places in which the word occurs), *for* 'Commissioner,' and in Section 40 *for* 'a Commissioner of Division,' *read* 'the First Assistant to the Agent to the Governor-General.'

(6) In Section 1, *for* Sub-section (1), *read* '(1) This Act extends to the Cantonment of Baroda' and *for* 'the passing of this Act' in Sub-section (3), *read* 'the date of this notification.'

(7) In Section 3, *for* clause (9) *read* '(9) Collector' means the Cantonment Magistrate of Baroda.'

(8) In Section 23, third clause, *insert* 'or' after 'receiver.'

(9) *Omit* the following :—

(*a*) Section 2 and the first schedule.

(*b*) in Section 3—

'body of port commissioners' in clause (1);

clause (5), from and including 'and includes';

'a Presidency Magistrate or' in clause (6) :

(*c*) in Section 18—

clause (*c*) of sub-section (1);

'or clause (*c*)' in Sub-sections (2) and (3);

'or served' in Sub-section (3) :

(*d*) in Section 22 'the Courts of Wards, the Administrators-General of Bengal, Madras and Bombay, and the Official Trustees' :

(*e*) in Section 23—

'a Court of Wards, and Administrator-General or an Official Trustee' in the second clause;

'or Court,' 'or its,' and 'Court of Wards, Administrator-General or Official Trustee, in the third clause :

(*f*) in Section 32, clause (*e*), 'district or districts' :

(*g*) in Section 43, 'or a Court of Wards, Administrator-General or Official Trustee' :

(*h*) Sections 47 and 48 :

(*i*) in the second schedule, Part I, article 2.

(10) For the period ending on the 31st day of March 1887, the Act shall be read as though the dates specified in the second column of the following table were substituted for those specified against them in the first column :—

1	2
Thirty-first day of March.	Thirty-first day of January.
First day of April 1886.	First day of February 1887.
Fifteenth day of April.	Fifteenth day of February.
First day of June.	First day of April 1887.

(G. I., F. D., No. 294-I, dated 26th January 1887; *vide* G. N., P. D., No. 824, dated 2nd February 1887.)

7. The Governor-General in Council is pleased to extend Act II of 1886 (*an Act for imposing a tax on income derived from sources other than agriculture*) to the Cantonment of Deesa, subject to the modifications hereinafter set forth :—

(1) *For* 'British India,' wherever the phrase occurs, *read* 'the Cantonment of Deesa.'

(2) In Sections 22 and 43 *for* 'India' *read* 'the Cantonment of Deesa.'

(3) In Section 30 (1) *for* 'any part of the territories administered by the Local Government to which he is subordinate,' and in Section 38 (1) *for* 'the territories subject to that Government,' *read* 'the Cantonment of Deesa.'

(4) *For* 'a Local Government' and 'the Local Government,' wherever those phrases occur, *read* 'the Governor of Bombay in Council.'

(5) In Sections 27 and 34 (2) *for* 'the Commissioner of the Division,' in Section 28 (in both places in which the word occurs) *for* 'Commissioner,' and in Section 40 *for* 'a Commissioner of Division,' *read* 'the Political Superintendent, Pálanpur.'

(6) In Section I *for* Sub-section (1) *read* '(1) This Act extends to the Cantonment of Deesa;' and *for* 'the passing of this Act,' in Sub-section (3), *read* 'the date of this notification.'

(7) In Section 3 *for* clause (9) *read* '(9) "Collector" means the Cantonment Magistrate of Deesa.'

(8) In Section 23, third clause, *insert* 'or' after 'receiver'.

(9) *Omit* the following :—

(*a*) Section 2 and the first schedule :

(*b*) in Section 3—

'body of port Commissioners' in clause (1); clause (5), from and including 'and includes';

'a Presidency Magistrate or' in clause (6) :

(*c*) in Section 18—

clause (*c*) of sub-section (1);

'or clause (*c*)' in sub-sections (2) and (3);

'or served' in sub-section (3):

(*d*) In Section 22 'the Courts of Wards, the Administrators General of Bengal, Madras and Bombay, and the Official Trustees':

(*e*) in Section 23—

'a Court of Wards, an Administrator-General or an Official Trustee' in the second clause; 'or Court,' 'or its,' and 'Court of Wards, Administrator-General or Official Trustee,' in the third clause:

(*f*) in Section 32, clause (*e*), 'district or districts':

(*g*) in Section 43, 'or a Court of Wards, Administrator-General or Official Trustee':

(*h*) Sections 47 and 48:

(*i*) in the second schedule, Part I, article 2.

(10) For the period ending on the 31st day of March 1887 the Act shall be read as though the dates specified in the second column of the following table were substituted for those specified against them in the first column:—

1	2
Thirty-first day of March.	Thirty-first day of January.
First day of April.	First day of February 1887.
Fifteenth day of April.	Fifteenth day of February.
First day of June.	First day of April 1887.

(G. I., F. D., No. 300-I, dated 26th January 1887; *vide* G. N., P. D., No. 824, dated 2nd February 1887.)

8. In Poona the collections of income tax should be made through the kulkarnis if they are willing to do the duty at a remuneration of 1 per cent. on the sum collected. They should, however, have no regular duty in connection with the preparation of the lists of assessees. Discovering and entering in the lists persons liable to taxation and such duties as could in any way make them responsible for correct lists would require higher remuneration, and it is desirable that, as far as possible, such duties should be left to the selected men employed as stipendiaries. (G. R. No. 2050, dated 2nd August 1887.)

9. The principle laid down in 1878 that paid servants of Government were not entitled to extra remuneration in connection with the collection of the license tax should be acted upon in regard to the collection of the income tax. Village officers, except in Poona City where the orders contained in Government Resolution No. 2050, dated 2nd August 1837, will be the rule, should not be granted

extra remuneration for collecting the tax. (G. Rs. Nos. 2790, dated 13th October 1887, and 1745, dated 7th June 1888.)

10. It is not desirable to attempt to fix the connotation of the term 'receipt' as used in Section 3, clause 5, of Act II of 1886. Each doubtful case as it arises should be referred for orders. (G. R. No. 2032, dated 1st August 1888.)

11. The Government of Mauritius having preferred a bill of costs in respect of a notice of income tax sent to them by an Assistant Collector in the Surat District for service on a certain individual temporarily living in the Mauritius, Government have ruled that in similar cases a Foreign Government should not be asked to collect revenue without the special sanction of a Commissioner, or in the case of Aden and Bombay City of Government. (G. R. No. 3256, dated 29th October 1838.)

12. "Club or Associations not being Companies trading" are not within the words "Local Authority or Company" in Part III of Schedule II to Act II of 1886.

The securities of Native States are not within the words above cited, and no difference is made by the security being guaranteed by the Government of India, unless the terms of the guarantee are such as to convert the security into one of the Government of India.

(Adv. Gen. No. 36, dated 20th April 1839; *vide* G. R. No. 1841, dated 9th May 1889.)

13. Income tax contingencies require the special sanction of Government in cases only when provision to meet the charge does not exist in the budget. (G. R. No. 2787, dated 22nd July 1899.)

14. There is nothing in the Income Tax Act to prevent an objector from sending his objections by post. (G. I., F. & C., No. 884, dated 2nd March 1892; *vide* G. R. No. 1292, dated 19th idem.)

15. Service on the income tax establishment is permanent and pensionable.

Service on the license tax establishment may be treated as pensionable, if the establishment was continued as the income tax establishment or as part of that establishment, but if the establishment which was employed for the purpose of license tax was abolished and ceased to exist as an establishment, or part of an establishment for income tax, the service should be treated as non-pensionable.

(G. I., F. & C., Nos. 5491, dated 26th October 1889, and 5333-P., dated 9th December 1893; *vide* G. Rs. Nos. 4592, dated 20th November 1889, and 18, dated 3rd January 1894.)

16. A commanding officer cannot be called upon officially by the civil power to collect information, for purposes of the Income Tax Act, from the military officers serving under him. (G. I., M. D.,

No. 456-F., dated 6th February 1894; *vide* G. R. No. 818, dated 2nd March 1894.)

17. The mere fact that the same officer heard as Commissioner under the Income Tax Act an income tax appeal against an order passed by him in his previous capacity as Collector under the Act does not absolve him from the necessity of compliance with the clear instructions of the law prescribing that the record should be called for. (G. R. No. 3911, dated 27th November 1894.)

18. An allowance of Rs. 100 a month should be granted to the City Magistrate of Poona during such time as he may be employed as Collector of Income Tax in addition to his ordinary duties. (G. I., F. & C., No. Ex.-2713, dated 8th June 1895; *vide* G. R. No. 2146, dated 26th idem.)